

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 19, 2007

5 Page Document

TITLE:	Payroll/Benefits Technician
POSITION NO:	09003
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$25,039 - \$29,120 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 3, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. Salary will be at entry (\$25,039) for the duration of the Training Assignment.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for administrating centralized payroll/benefits policies, procedures; coordinating and overseeing daily processing by approximately 35 decentralized Payroll Clerks assigned to work units throughout the department. The position participates in developing and establishing guidelines, procedures and specialized processes; provides guidance and direction to payroll clerks; interprets and applies specific terms and conditions of various pay and benefit plans; serves as a primary technical authority regarding payroll/benefits procedures and requirements for other pay clerks and employees;

responds to employee questions; performs reconciliation and approval of payroll timesheets.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of payroll systems and benefits administration; state and federal policies and regulations governing pay and benefits; and generally accepted accounting principles relating to payroll.

Skills: Skill in reconciling accounting activities; identifying and resolving technical errors and discrepancies; managing multiple projects under deadlines; general office equipment; and computer software including Word, Outlook, and Excel.

Abilities: Ability to develop and adapt payroll/benefits procedures; interpret, apply, and explain policies and technical procedures to employees and payroll clerks; resolve complex procedural, technical and operational problems; coordinate and oversee the activities of decentralized payroll clerks; maintain confidentiality; and communicate effectively.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in accounting, business administration or related field **AND** one year experience in payroll/benefits processing. Other equivalent combinations of education and experience will be considered. Prefer one year of SABHRS experience. Direct payroll/benefits processing may substitute for education on a year-for-year basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen circumstances arise, transcripts may be brought to the interview; and**
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Payroll/Benefits Technician

Position: #09003

Location: Business & Financial Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience and/or training you have had with computers and software used (i.e. Excel, Word, Outlook, Access).
2. Describe your experience in Payroll and/or Benefits processing.
3. Describe your experience in customer service.